







Your Phone

Cisco IP Phone 7841 shown.

Line and Feature Buttons

Use line and feature buttons to view calls on a line, or access features such as Speed Dial.

Buttons illuminate to indicate status:


- x  Green, steady: Active call
- x  Green, flashing: Held call
- x  Amber, steady: Private line in use
- x  Amber, flashing: Incoming call
- x  Red, steady: Remote line in use
- x  Red, flashing: Remote line on hold




[View Your Recent Calls](#)




Make a Call with a Headset

1. Plug in a headset.
2. Enter a number using the keypad.
3. Press Headset 


Make a Call with the Speakerphone

1. Enter a number using the keypad.
2. Press Speakerphone 

Transfer a Call to Another Person

1. From a call that is not on hold, press Transfer 
2. Enter the other person's phone number.
3. Press Transfer again.

Mute Your Audio

1. Press Mute  .
2. Press Mute again to turn mute off.